



Guidance Circular

Subject: Operations of 2 crews on duty at Station 2 / Coverage of Station 2 / maintaining base coverage
Division: CCEMS **Date:** 10-31-2008

Initiated by: Bernie Minet – Director **GC No:** 002/ SOP 100-35 and 100-13

I. PURPOSE

- 1.1 To clarify a tiered response, this will provide our patients with the most appropriate mode of transportation.
- 1.2 To ensure CCEMS crews maintain strategic coverage throughout the county in order to decrease response times and increase safety for both our crews and our patients.

II. PRINCIPLE

- 2.1 When the situation arises that we are unable to have a paramedic on all four primary crews, the crew without a medic will work at the Coshocton base and will handle all BLS non-emergency requests within the county. The OOTT policy, SOP 100-35, will be unaffected. This decision allows CCEMS to utilize a tiered approach, which ultimately helps allocate resources more effectively.
 - 2.1.1 In the event there are less than two medics working a particular shift and either Warsaw or West Lafayette will operate as a BLS or Intermediate crew then that particular based crew will function as primary to that base. If the BLS Coshocton crew is in place they will continue to handle BLS requests as needed and the BLS "satellite" crew will remain primary 911 responders for that coverage area unless directed otherwise by leadership.
 - 2.1.2 BLS crews are NOT mandated to non-emergency requests only. They are also NOT to be directed to respond to ALL 911 requests that "may appear" as BLS. 911 calls are expected to be rotated using common sense. Medic crews will respond to all Cardiac, Difficulty Breathing, Altered Mental Status and Severe Trauma calls.
- 2.2 To ensure coverage for Station 2 is equally split between Station 1 and 3. Coverage for odd and even days begins at the official start time, which is 0800 hours. Station 1 is responsible for backing up Station 2 as needed during odd days. Station 3 is responsible for backing-up Station 2 as needed during even days.
- 2.3 "Backing-up" means that, whoever is covering, will come central as soon as they know that both Coshocton crews are working calls and neither of the Coshocton crews will be in service within 20 minutes.

III. PROCEDURE

- 3.1 When a Coshocton crew is staffed without a medic, they will handle all BLS transports within the county. The remaining ALS crews are expected to help cover multiple calls. Crews are



Guidance Circular

- prohibited from allowing multiple transfers to stack up. If multiple transfers occur, then the closest ALS unit will be expected to assist in taking the transfers regardless of the coverage day.
- 3.2 If a BLS non-emergency request is made and the BLS or Intermediate crew is handling another request and will not be back in service within a reasonable time then the request will be handled by the closest ALS unit.
 - 3.3 The BLS or Intermediate Coshocton crew is expected to respond to 911 calls, utilizing a tiered response as needed.
 - 3.4 When there are two available ALS crews at Station 2; Non-emergency requests will be handled in accordance to location of the call.
 - 3.4.1 Example: Station 1 pick-up your patient at CCMH and transport back to “wherever”. If both Station 2 crews are available, then one of those crews would be the closest available unit and will handle the request. The same goes for Station 3.
 - 3.4.2 Common sense must prevail in this decision. If both city crews are tied up OR have reports to complete then the station closest to the end destination will handle the transport.
 - 3.4.3 Example: Patient from CCMH to Lafayette Pointe. Both city crews on calls, just out at the hospital, behind in reports or have already had several calls then Station 3 will handle the transport.
 - 3.4.4 When feasible emphasis will be placed on quickest “call to bedside” and maintaining base coverage for 911 calls.
 - 3.5 The following will occur when a satellite station leaves their coverage area for an OOTT or transports a patient from a 27 call to outside the county.
 - 3.5.1 When a second crew is on duty in Coshocton, whether ALS or BLS staffed, that crew or the primary crew at Station 2 will be expected to cover the empty station immediately upon learning of them leaving the county. The covering crew will be expected to remain there until released by the returning crew, or while assisting another station during excessive calls. The focus will be on making sure satellite stations are not left uncovered.
 - 3.5.2 If that covering crew is BLS or Intermediate staffed, and only 3 crews remain in the county, if a non-emergency in-county transport occurs, then the closest available crew will be expected to handle the request.
 - 3.6 When either the Warsaw or West Lafayette crews need to come to Coshocton for an extended period of time (personnel meeting, training, getting food etc) they will request that one of the Coshocton trucks fill their station while they are gone. When one of the Coshocton trucks is OOT, this type of trip away from the base should be postponed until there is a truck available to cover the empty base unless directed to do so by leadership.



Guidance Circular

3.5.1 Company meetings and in-services are the exception. Because of only one Company meeting per month all crews may attend the meeting. With two in-services and two different times crews should work together so that all crews can attend the in-service without all crews attending the same session.

Effective Date: **November 3rd, 2008**

Director :

A handwritten signature in black ink, appearing to be "R. J. M.", is written over a horizontal line.

Reviewed :

Revised :
